

**SECRET**

Approved For Release 2001/08/23 : CIA-RDP57-00384R000700100012-3

\*OGC Has Reviewed\*

**CHECK LIST FOR CONTRACTING OFFICER**

1. Has operational security clearance been obtained for the use of the agent, informant, cutout? \_\_\_\_\_
2. Has acknowledgement of pseudonym/ been executed and placed on file in the Agency? \_\_\_\_\_. If not possible, is the individual precisely identified in the files of the Covert Office? \_\_\_\_\_
3. Is the individual presently employed by any other government agency in any capacity whatsoever? \_\_\_\_\_. If so, have the requirements of paragraph \_\_\_\_\_ of the \_\_\_\_\_ been fulfilled? \_\_\_\_\_
4. Type of services contemplated by the contract.
  - a. Nominal cutout or letter drop service? \_\_\_\_\_
  - b. Active cutout service for the transfer of funds, reports, and operational instructions? \_\_\_\_\_
  - c. Professional or technical advice in consultant capacity? \_\_\_\_\_
  - d. Active operational functions in the direct furtherance of covert activities? \_\_\_\_\_
5. Are the contractual terms sufficiently clear to reasonably ensure a meeting of the minds as to the mutual obligations of the parties to the contract? \_\_\_\_\_
6. Has adequate consideration been given to the basis for determining.
  - a. Salary earned? \_\_\_\_\_
  - b. Transportation and travel expenses allowable? \_\_\_\_\_
  - c. Living and Quarters allowances if appropriate? \_\_\_\_\_
  - d. Other operational expenses allowable? \_\_\_\_\_
7. Policy Control Points:
  - a. U.S. Citizen or foreign national? \_\_\_\_\_
  - b. Is operation in U.S. or abroad? \_\_\_\_\_
  - c. Is the principal employed or serving the Agency in any other capacity? \_\_\_\_\_
  - d. Is the principal a former employee of the Agency? \_\_\_\_\_

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8. Has the principal been briefed as to the method and basis on which payments will accrue and be made to him, and the accounting and reporting requirements he will be required to follow? \_\_\_\_\_
9. Where operational or security requirements prohibit conformity with the optimum accounting requirement of the Agency, have modified requirements been agreed upon by the Certifying and Approving Officers, and been made a matter of record in the Project files and conveyed to the principal? \_\_\_\_\_
10. Are there any inconsistencies between the various amounts and types of remuneration and the apparent services to be rendered to a degree warranting higher operational approval or Agency administrative review by the Executive? the Director. If higher approval or review obtained, in what form was it granted? Statement, initials on contract, verbal? \_\_\_\_\_
11. Is the Agency adequately protected against willful non-performance or resignation by adequate termination clauses or penalty clauses? \_\_\_\_\_
12. Technical requirements:
  - a. Has a project or activity been approved and adequate funds allotted to which expenses incurred under the contract will be chargeable? \_\_\_\_\_. If not, does Approving Officer know he is assuming personal responsibility for any obligations incurred if operational necessity requires and warrants prior operational implementation? \_\_\_\_\_
13. Does the effective date of the contract actually conform with the date upon which performance by the principal commences? \_\_\_\_\_

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**CENTRAL INTELLIGENCE AGENCY  
OFFICIAL ROUTING SLIP**

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TO		INITIALS	DATE
1	<i>Dep Executive</i>	<i>WJ</i>	<i>26 Apr</i>
2	<i>Gen Counsel</i>		
3			
4			
5			

  

FROM		INITIALS	DATE
1	<i>acting NY Chief, SSS</i>	<i>EW</i>	<i>26 April</i>
2			
3			

<input type="checkbox"/> APPROVAL	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE
<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> RETURN
<input type="checkbox"/> COMMENT	<input type="checkbox"/> PREPARATION OF REPLY	<input type="checkbox"/> DISPATCH
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> RECOMMENDATION	<input type="checkbox"/> FILE

REMARKS: *For your information + comments if desired. We are working with General Counsel to ensure that all "delicate", controversial, and policy questions can tactfully but adequately be covered. In particular note # 10.*

*EW* *not have indicated on change*

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L. H. Houston



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W. L. Florshimer



*Legal's copy of the  
check list was  
circulated yesterday*